



COMMUNITY DEVELOPMENT DEPARTMENT

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**Filing Requirements
for
CONCEPTUAL PLAN REVIEW**

A. PURPOSE

The Conceptual Plan Review process is intended to allow for the initial review of plans by the Community Development Department prior to submitting formal plans for review pursuant to the Morgan Hill Municipal Code. Comments will be provided relative to the consistency of the plans with the Planning and Zoning Codes. Once the review is complete, written comments will be sent to the applicant.

B. FILING REQUIREMENTS

1. Uniform Application
2. **Six (6)** sets of full size submittal plans (see section C)
3. **Seven (7)** set of submittal plans reduced to 11" x 17" in size
3. Filing Fee (see Fee Schedule attached to the Uniform Application)
4. Letter stating specific concerns and questions for the project and plans

C. SUBMITTAL PLANS (See Plan Specification Handout for details required on plans. The review will be based upon the level of plans submitted.)

1. Site Plan
2. Landscape Plan
3. Grading Plan
4. Building Elevations